



Montgomery County Department of Housing and Community Affairs

Licensing and Registration

100 Maryland Avenue, Room 260, Rockville, Maryland 20850

240-777-3799 • FAX 240-777-3699 • TTD 240-777-3679 • <http://montgomerycountymd.gov/dhca>

OWNER INFORMATION UPDATE FORM

OWNER INFORMATION: (Including overseas address and email information)

A. Owner

Dr. Mr. Mrs. Ms.	Dr. Mr. Mrs. Ms.
Owner's Name	Second Owner's Name (if applicable)
Owner's Home Address (P.O. Box, Legal Agent Must be Assigned)	Second Owner's Home Address
City State/Country Zip	City State/Country Zip
Daytime Phone Evening Phone	Daytime Phone Evening Phone
Fax Phone Cellular Number	Fax Phone Cellular Number
Email Address	Email Address

VII. OWNER'S SIGNATURE *(Agent's signature not acceptable)*

I affirm under penalty of perjury that the above information is true to the best of my knowledge and belief. I also understand if there are any changes in property ownership, owner address, or agent/contact information that I must notify Montgomery County Department of Housing within 10 days of the change.

X

Owner's Signature *(Agent's signature not acceptable)*

Date

Print or Type Name of Person Signing

Rental Property Address

Today's Date

IMPORTANT MESSAGE:

- Owner's address is required, including overseas. **Agent address is not acceptable.**
- Please print clearly so correct spelling is entered in the system.
- Reminder, property license expires annually (June 30). Owner will receive a renewal notice for new fiscal year.
- If property is sold, relative occupied, or not being rented, please send notice to Licensing Unit for your account to be updated (notice via mail, fax, or email).
- If an owner lives outside Maryland, a legal agent is required (Legal Agent can be anyone other than the tenant. Legal Agent is not responsible for any documents, fees, etc.). Contact our office to request a legal agent form or go to our website; www.montgomerycountymd.gov/dhca.

Return To: Department of Housing and Community Affairs
Licensing & Registration Unit
100 Maryland Avenue Room 260
Rockville, MD 20850